

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
242-05

Effective Date:
10/19/2015

Subject:
Preliminary and Follow-Up
Investigations

Approved by:

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

Steven D. Hebbe, Chief of Police



PURPOSE:

To ensure that critical areas of investigation are not overlooked.

POLICY:

It is the policy of the Farmington Police Department that Police Officers shall conduct follow-up investigations on criminal incidents that meet defined criteria.

PROCEDURE:

While conducting criminal investigations, officers will develop information through all available resources to include witnesses, victims, and informants. Officers will represent themselves in a courteous and professional manner and adhere to current criminal case law and practices which govern the interviewing and interrogation of persons by police.

Physical evidence which supports the investigation of criminal cases will be developed, collected, and preserved in accordance with the Collection and Preservation of Evidence Policy.

Surveillance of people involved in a criminal investigation will be conducted in such a manner that the public will not be endangered as a result of surveillance operations. Surveillance operations will be terminated if it appears the public may be placed in danger by the actions of the suspects.

Preliminary investigations may often lead to the successful conclusion of a case thus eliminating the need for follow-up investigation. The following steps should be completed as appropriate:

1. Observing all conditions, events, and remarks;
2. Locating and identifying witnesses;
3. Maintaining the crime scene and protecting evidence;
4. Interviewing the complainant and witnesses;
5. Interrogating the suspect;

6. Arranging for the collection of evidence;
7. Effecting the arrest of the criminal;
8. Reporting the incident completely and accurately.

The completion of a preliminary investigation will not preclude the investigating officer from being assigned to the follow-up investigation. This determination will be made by the officer's supervisor. Officers may request to be assigned to the follow-up investigation.

Where preliminary investigations fail to satisfactorily complete the case, follow-up investigations may be required. In addition to conducting the follow-up procedures above, other investigative methods may be employed. These methods may include the following:

1. Reviewing and analyzing reports prepared in the preliminary phase;
2. Conducting interviews and interrogations which further the investigative process;
3. Reviewing Departmental records which provide supportive background information;
4. Consulting outside agency resources - civilian experts, telephone company, etc.;
5. Reviewing results from laboratory examinations;
6. Dissemination of information to outside agencies as appropriate;
7. Planning, organizing, and conducting searches or recovery of items pertinent to the investigation;
8. Preparing cases for filing with the appropriate prosecuting agency;
9. Assisting the prosecution, i.e., acting as liaison with witnesses and others associated with court proceedings;
10. Identifying and apprehending suspects not otherwise indicated in the preliminary report;
11. Processing physical evidence;
12. Associating suspects with unreported/previously reported crimes, and initiating the investigative process thereafter;
13. Conducting criminal history research.

In the event of a major crime incident, where problems may be experienced, the Investigating Officers may utilize the Crimes Check List in order to assure all basic tasks are completed as well as documentation of Officers assigned to those tasks.

Assigned cases which require follow-up investigation will include a second contact with victims or witnesses in the investigative process, and each contact should be noted in the supplementary report.

As cases are forwarded to the Detective Division for follow-up, the Detective Supervisor screens each case to determine if there are any solvability factors. If so, the case will be assigned to a Detective for follow-up. As warranted, additional Detectives may be assigned to assist; however, this does not relieve the primary Detective of the accountability for the case.